

**PRIVACY IMPACT ASSESSMENT**  
DLA Enterprise Business System (EBS)  
And Enterprise Operational Accounting System (EOAS)

1. **Department of Defense Component:** Defense Logistics Agency.
2. **Name of IT System:** DLA Enterprise Business System (EBS) and Enterprise Operational Accounting System (EOAS) (EOAS is an extension of EBS).
3. **Budget System Identification Number (SNAP-IT Initiative Number):**
  - a. DLA Enterprise Business System (EBS) SNAP-IT number is 5090
  - b. Enterprise Operational Accounting System (EOAS) SNAP-IT number is 0330
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository):**
  - a. DLA Enterprise Business System (EBS) DITPR number is 488
  - b. Enterprise Operational Accounting System (EOAS) DITPR number is 1464
5. **IT Investment (OMB Circular A-11) Unique Identifier:** EBS BIN 0330.
6. **Privacy System of Records Notice Identifier:** S700.30 entitled "Operational Accounting Records for Civilian Employee-Based Expenditures."
7. **OMB Information Collection Number and Expiration Date:** N/A.
8. **Authority:** 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 31 U.S.C. 3512, Executive agency accounting and other financial management reports and plans, as amended by Pub.L. 104-208, Federal Financial Management Improvement Act of 1996; and E.O. 9397 (SSN).
9. **Brief Summary:** The DLA Enterprise Business System (EBS) was introduced via Business System Modernization (BSM) Program (FY00-07). It is a COTS packaged system. EBS serves as the basis for introducing additional Enterprise Capabilities:
  - a. Supply Chain Management (including Energy) - using SAP architecture
  - b. Enterprise Procurement - all supply chains / business areas, including DLR procurement
  - c. Common Financial Architecture - supporting enterprise financial compliance
  - d. Retail and Industrial Support - required for BRAC implementation (e.g., stock positioning)
  - e. Fully integrated with storage and distribution (Distribution Standard System)
  - f. Net Centric Enterprise Data (IDE/GTN Convergence)
  - g. Teamed with USTRANSCOM as Distribution Process Owner (DPO)
  - h. Provides End-to-End Supply Chain and Distribution Visibility
  - i. Incrementally delivered between now and FY11
  - j. Operating on enterprise infrastructure...leverages Global Information Grid

EBS is the DLA primary financial system of record. EOAS is a planned post production enhancement which adds to EBS all operational accounting functions, business areas, and DLA organizations not originally intended to be addressed by the BSM program. The result will be a financially compliant enterprise-wide financial system. The Personally Identifiable Information (PII) EBS contains is used to enable the Defense Finance and Accounting Service (DFAS) to distribute payments to DLA employees for certain miscellaneous out-of-pocket expenses (training, tuition, Permanent Change of Station, etc). Records are also used to identify employee-related costs associated with reimbursable orders received by DLA and to enable accurate billing of those reimbursable orders. The program manager is Patricia Whittington, HQ Defense Logistics Agency, 8725 John J. Kingman Road, Fort Belvoir, VA 22060.

10. **Identifiable Information to be Collected and Nature and Source:** Individual's name, Social Security Number, activity code, home address, Country Code, Electronic Fund Transfer waiver, Financial Institution, Bank Routing Number, Bank Account Number, Account Type, gross pay data (date paid, disbursing officer voucher number, disbursing station symbol number, pay period ending date, pay system code, grade, pay/straight rate, work schedule, temporary position code, gross reconciliation code, job order number, hours extended, hours paid, and earnings/employer contributions amount), and reconciliation or error data (if applicable). Source of the data in EBS and EOAS is through interfaces with existing DLA and DFAS databases, such as the Defense Civilian Pay System (DCPS) and the Defense Civilian Personnel Data System (DCPDS).
10. **Method of information collection:** Information is collected electronically through interfaces with existing DLA and DFAS databases, such as the Defense Civilian Pay System (DCPS) and the Defense Civilian Personnel Data System (DCPDS).
11. **Purpose of the collection:** Records are used to initiate reimbursements to enable the Defense Finance and Accounting Service (DFAS) to distribute payments to DLA employees for certain miscellaneous out-of-pocket expenses (training, tuition, Permanent Change of Station, etc). Records are also used to identify employee-related costs associated with reimbursable orders received by DLA and to enable accurate billing of those reimbursable orders. This data is used to assist in the resolution of errors incurred in the daily sustainment of the production business system. Records are used for employee error resolution when updated data sources are not timely recorded or incorrectly recorded through the flow of information from official system sources.
13. **Data Uses:**
  - a. Records are used to initiate reimbursements to enable the Defense Finance and Accounting Service (DFAS) to distribute payments to DLA employees for certain miscellaneous out-of-pocket expenses (training, tuition, Permanent Change of Station, etc). Records are also used to identify employee-related costs associated with reimbursable orders received by DLA and to enable accurate billing of those reimbursable orders. (Internal and External).
  - b. Records are used to create a general ledger file containing the accounts necessary to reflect DLA operational costs. Operational costs consist of operating accounts, liability accounts, budgetary accounts, proprietary accounts, and statistical accounts, maintained

- for the purposes of establishing, in summary form, the status of the DLA accounts and to provide an audit trail to verify accuracy of reports. (Internal).
- c. Records are used by accounting and financial management offices to validate and accurately record employee-labor operational expenses. (Internal and External).
  - d. Records are used to determine internal DLA civilian payroll budgetary requirements. (Internal).
  - e. Records are used by auditors to conduct audits or investigations into the DLA accounting and financial management process. (Internal and External).
  - f. Records are used by the DoD Components who receive accounting and financial management support from DLA under an administrative support agreement for accounting and financial management purposes. (External).
  - g. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use as required by DoD or other government agencies. (Internal and External).
  - h. Statistical data, with all personal identifiers removed, may be used by management for program evaluation, review, or oversight purposes. (Internal).
- 14. Does system create new data about individuals through aggregation?** The only new data created by EBS for employees is upon receipt, from the DCPDS interface update, a new employee is added; EBS assigns an employee number to the employee for EBS only.
- 15. Internal and External Sharing:**  
Internal to DLA/DoD: Records are provided to the Defense Finance and Accounting Service distribute payments to DLA employees for certain miscellaneous out-of-pocket expenses (training, tuition, Permanent Change of Station, etc). Records are used for error resolution when updated data sources are not timely recorded or incorrectly recorded through the flow of information from official system sources.  
External to DLA/DoD: To the Office of Management and Budget for the purposes of conducting reviews, audits, or inspections of agency practices. In addition, data may also be provided under any of the DOD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.
- 16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted:** Privacy Act system of records notice has been published in the Federal Register with a 30 day public comment period. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period or at any time thereafter. If no objections are received, consent is presumed.
- 17. Information Provided the Individual at Collection, the Format, and the Means of Delivery:** Not applicable. The information contained in EBS and EOAS is collected electronically through interfaces with existing DLA and DFAS databases, such as the Defense Civilian Pay System (DCPS) and the Defense Civilian Personnel Data System (DCPDS).
- 18. Data Controls:**

Physical: Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel requiring badges.

Technical: System on which the EBS application resides has been fully certified and accredited under DOD Instruction 8510.01, DoD Information Assurance Certification and Accreditation Process (DIACAP) in accordance with DLA policy, are documented in the EBS Application System Security Plan (ASSP). [REDACTED]

Administrative: EBS restricts application access by using a group access policy which is managed by EBS system administrators. Each user has an account defined which identifies the user's access level [REDACTED]

[REDACTED] Users, including individuals responsible for system maintenance, are to have received initial and periodic refresher Privacy Act and Information Assurance training. Users are warned through log-on procedures of the conditions associated with access and the consequences of improper activities. Users are required to accept those conditions/consequences before logon completes. Users are trained to lock their workstations when leaving them unattended, to shut down computers when leaving at the end of the duty shift, and to be alert to third parties entering the workspace. Only those with a need-to-know actually get access to the Privacy data maintained within.

19. **Privacy Act Interface:** S700.30 entitled "Operational Accounting Records for Civilian Employee-Based Expenditures."

20. **Potential privacy risks regarding the collection, use, and sharing of the information, dangers in providing notices or opportunities to object/consent or to providing notices to the individual; risks posed by the adopted security measures:**

Threats: Records and disks are maintained in limited access or monitored work area with access limited to those individuals requiring access to perform official duties. Access to personal information is restricted by access profiles to those who require the records in the performance of their official duties. All Personally Identifiable Information is encrypted with accessibility limited to permitted access profiles. Access to personal information is further restricted by the use of passwords that are changed periodically. Physical entry by unauthorized persons is restricted by the use of locks, guards, or administrative procedures [REDACTED]

[REDACTED] Individuals accessing this system of records are to have taken Information Assurance and Privacy Act training.

Dangers: There are no dangers in providing notice of the collection or allowing an individual to object/consent. Individuals are given this opportunity at the time of notice publication and are free to raise objections if new threats are perceived.

Risks: The security risks associated with maintaining data in an electronic environment have been mitigated through administrative, technical, and physical safeguards described in this document. The safeguards in place are commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the data.

**21. Classification and Publication of Privacy Impact Assessment:**

Classification: Unclassified.

Publication: This document will be published either in full or in summary form on the DLA public website, [http://www.dla.mil/public\\_info/efoia/privacy.asp](http://www.dla.mil/public_info/efoia/privacy.asp).

**Project Lead:**

Name: [REDACTED] (Signature)  
Title: EOAS Project Lead  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

29 July 08  
(Date)

**Program Manager:**

Name: [REDACTED] (Signature)  
Title: Program Manager, Enterprise Business System  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

7/30/08  
(Date)

**Component Information Assurance Officer:**

Name: [REDACTED] (Signature)  
Title: Director, Information Assurance (I61)  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

8/1/08  
(Date)

**Chief Privacy Officer:**

Name: Lewis Oleinick (Signature)  
Title: Chief Privacy and FOIA Officer  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

8/6/08  
(Date)

**Reviewing Official:**

Name: Mae De Vincentis (Signature)  
Title: DLA Chief Information Officer  
Work Phone Number: [REDACTED]  
Email: [REDACTED]

21 Aug 08  
(Date)